

Grant Reimbursement Application (GRA) Manual

July 2015

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INTRODUCTION

The Grant Reimbursement Application (GRA) was created by the Idaho Department of Education in order to facilitate award recipients' requests for reimbursement of funding from Federal and State grants in as transparent a method as possible.

When an award recipient has expended funds for allowable expenses under a grant, they will submit a request for reimbursement through the GRA. This request will be received by the Program Manager assigned to that grant at the Idaho Department of Education. The Program Manager will examine the information received and determine if the funding is available and if the expenses are indeed allowable under the grant, and then approve or reject all or a portion of the request. Approved requests are sent to the Idaho Department of Education's Accounting Division where they are processed and sent to the State Controller's Office for payment to the school district or charter school.

BENEFITS

The GRA creates greater transparency for award recipients by allowing them to view the balances of all open grants currently available to them. It also includes information on dates funds must be obligated by, dates each grant closes on, records of all reimbursement requests submitted by the award recipient, and any allocation adjustments made by the Program Managers.

The GRA is a reimbursement only system in line with the Federal Cash Management Act. To help maintain award recipients' cash flow, the system was designed to have an increased turn around time, allowing payments to go out roughly every two weeks.

BROWSER NOTE

Users working in Internet Explorer 11 may experience issues with some GRA functions. It is recommended that an alternate browser is used while working in the GRA.

GETTING STARTED

To access the GRA, visit <http://apps.sde.idaho.gov/GrantReimbursement>. If you have not yet registered for an account, you will need to do so prior to accessing the application.

In order to help increase security, multiple individuals utilizing the GRA or other SDE applications from the same district must each have their own individual user ID and password.

NOTE: If your email address changes, you will need to send an email to support@sde.idaho.gov with your new information. Failure to update your email address will result in not receiving important notifications from the system.

Authorizing a User Account

The Idaho Department of Education utilizes an individualized single log in system for all web based Department applications. This decreases the number of user passwords needed as well as helps identify who to contact in case of questions.

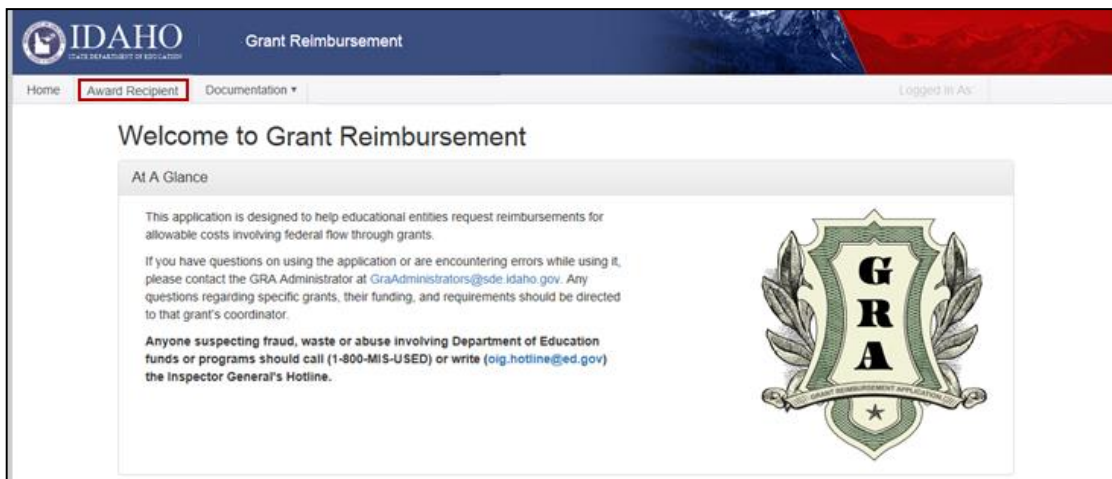
To prevent unauthorized access, once a user account is created, a request for access to the GRA must be sent to your district's Admin Tool User (usually a Technology Director, Delegate for District Superintendent or Superintendent). Provide the Admin Tool User with the email address you used to register, and request that the "GRA USER" role be assigned to your account. If you require access to more than one award recipient, include all those that you will need access to.

NOTE: If you experience any technical issues with the GRA, please contact the Support Desk at (208) 332-6923 or support@sde.idaho.gov.

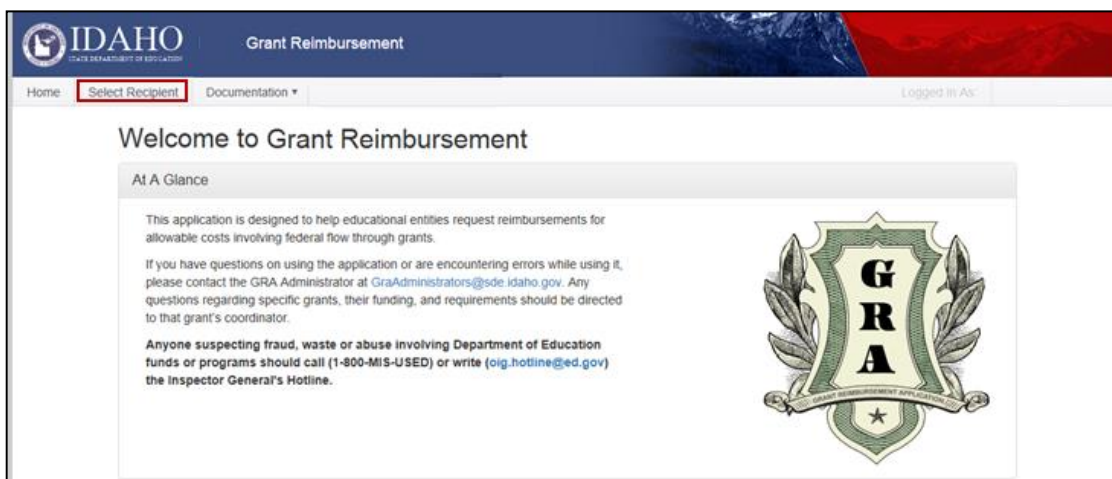
Logging In

Once your account has been authorized, you can begin using the GRA.

- 1.) Go to <http://apps.sde.idaho.gov/GrantReimbursement> and select “Log On” in the upper right corner of the screen.
- 2.) Enter your log in credentials, and then click Log On.
- 3.) Upon logging in, you will be taken to the home screen.
 - a. If you work with only one award recipient, click the “Award Recipient” tab.



- b. If you work with multiple award recipients, click the “Select Recipient” tab and choose the one you would like to work with. After the initial selection has been made, selected award recipients can be changed at any time by clicking the “Change Recipient” tab. (**NOTE:** If you do not see an award recipient, be sure you have completed the “Authorizing a User Account” step in this manual.)



USING THE GRANT REIMBURSEMENT APPLICATION (GRA)

Navigation Tabs

On every page of the Grant Reimbursement Application, navigation tabs will be located across the top of the screen. These include:

Home – This will return you to the main page of the GRA.

Change Recipient – This will only appear if you work with more than one award recipient. This takes users to the page where they can select which award recipient they would like to view information for.

Award Recipient – This page displays three tabs related to the selected award recipient:

Sam.Gov – Shows current information registered in Sam.Gov as well as the status of the award recipient's Sam.Gov registration. Award recipients will receive an email notification 90, 60, and 30 days prior to their Sam.Gov registration expiring, letting them know it is time to renew.

NOTE: In accordance with 2 CFR § 25.200(b), award recipients failing to renew their Sam.Gov registration will not be eligible to receive reimbursement funds.

Grants – Shows all grants associated with the selected award recipient. Clicking the arrow to the left of the each grant name will expand the section and display information on two tabs, "Requests" and "Grant Periods."

Within the "Grant Periods" tab, clicking the expansion arrow to the left of a specific award name will display general info and allocation history for the award. This is also where the Grant Award Notification(s) (GANs) issued after August 3, 2015 for the grant period can be found. Identification information includes, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency and other. GANs issued prior to this date were mailed directly to award recipients and will not be retroactively uploaded into the system.

Reports – This tab houses reports that can be run for the selected award recipient.

Documentation – Hovering over this tab produces a dropdown menu with three links:

Program Contacts – Takes users to a list of program contacts for active grants.

GRA User Manual – Opens the PDF version of this user manual.

[Sam.Gov Registration How To](#) – Opens an interactive PDF flow chart with instructions for keeping your Sam.Gov registration current (updates to Dun & Bradstreet information included).

Viewing Grant Activity and Information

The GRA gives award recipients the ability to view the current available funding for each of their grants. It is important to note that funds will not appear in the system until they are **available** for the award recipient to request reimbursement. Because of this, if part or all of the funding of a grant has not been made available by the Federal or State Governments, or if that funding is contingent on other documents being approved (e.g. Consolidated Plans), those funds will not appear in the system until they are officially available to be disbursed. To view the current available funding for a grant:

- 1.) Log in to the GRA using the “Logging In” instructions in this manual. This will take you to the screen below, the Sam.Gov tab, for your selected award recipient. The information displayed here is what is currently registered in Sam.Gov. If there are any issues with your Sam.Gov registration, they will be listed in the colored box at the top of the screen. Instructions for fixing any listed issues can be found by clicking “Sam.Gov Registration How To” under the Documentation tab at the top of the screen.

The screenshot shows the Sam.Gov registration status page. At the top, there are tabs for 'Sam.Gov', 'Grants', and 'Reports'. A green banner at the top states: 'Our records indicate your registration with Sam.gov is in good standing'. Below this, the user's registration details are displayed for the 'BOISE INDEPENDENT DISTRICT'. The details include the EIN, Indirect Cost Rate, Registration on Sam.Gov, and the address: INDEPENDENT SCHOOL DISTRICT OF BOISE CITY (INC), 8169 W VICTORY RD, BOISE, ID, 83709 - 4164. The DUNS number is 122740046 and the CAGE code is 4P7Z6. The status is 'Active', the expiration date is 3/29/2016, and there are no active exclusion records. The last updated time is 7/13/2015 2:48 PM.

- 2.) Click on the “Grants” tab.
 - a. This tab shows a list of all **active** grants for the selected award recipient. This page displays each grant’s original allocation, amount expended, balance remaining, number of outstanding requests, and status.

The screenshot shows the Sam.Gov Grants tab. The 'Grants' tab is highlighted. Below the tabs, there is a table with the following columns: Sub Award Name, Allocation, Expended, Balance, Rqsts, and Status. The table lists seven grants, all with a status of 'Active'. The grants are: Homeless Children, IDEA Part B, IDEA Part B Preschool, Title I-A Basic (Low Income), Title I-D Subpart 2 (Title IA basic-low income), Title II-A Teacher Quality, and Title III Language Acquisition. The table also includes a pagination bar at the bottom showing '1 - 7 of 7 items'.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Homeless Children	\$86,340.00	\$77,823.77	\$8,516.23	0	Active
IDEA Part B	\$12,922,340.00	\$5,932,290.38	\$6,990,049.62	0	Active
IDEA Part B Preschool	\$412,751.00	\$155,446.12	\$257,304.88	0	Active
Title I-A Basic (Low Income)	\$10,544,766.00	\$7,524,516.46	\$3,020,249.54	9	Active
Title I-D Subpart 2 (Title IA basic-low income)	\$306,561.58	\$211,658.96	\$94,902.62	0	Active
Title II-A Teacher Quality	\$1,899,467.00	\$1,477,028.55	\$422,438.45	0	Active
Title III Language Acquisition	\$422,900.00	\$332,432.14	\$90,467.86	0	Active

- b. To view **inactive** grants for the award recipient, click the filter icon on the Status column.

Sam.Gov Grants Reports						
Sub Award Name ▲	Allocation	Expended	Balance	Rqsts	Status	▼
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37	0	Active	
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57	0	Active	
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53	0	Active	
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10	0	Active	
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active	

- c. In the resulting menu, you can select Active or Inactive and Filter to see just one type or the other. You can also just click the “Clear” button to see both Active and Inactive grants listed together.

Sam.Gov Grants Reports						
Sub Award Name ▲	Allocation	Expended	Balance	Rqsts	Status	▼
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37			
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57			
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53			
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10			
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active	
Title I-A School Improvement 1003A	\$50.00	\$0.00	\$50.00	0	Active	
Title I-C Migrant	\$202,559.00	\$148,648.56	\$53,910.44	0	Active	

- 3.) Clicking the little arrow to the left of any specific grant will expand the section to display two new tabs for that grant, “Requests” and “Grant Periods.” For more information about requests, see the Requests section of this manual.

Sub Award Name ▲	Allocation	Expended	Balance	Rqsts	Status	▼
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active	

Requests Grant Periods

Add

Req #	Expenditure Period	Amount	Status	Date	Edit
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012	Edit
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012	Edit

1 - 2 of 2 items

- 4.) Clicking the “Grant Periods” tab will show all **active** periods for the selected grant. Each period will have relevant dates and allocation amounts as well as status listed.

Sub Award Name ▲	Allocation	Expended	Balance	Rqsts	Status	▼
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active	

Requests Grant Periods

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

1 - 1 of 1 items

- a. To view **inactive** periods for the selected grant, click the filter icon on the Status column.

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

- b. In the resulting menu, you can select Active or Inactive and Filter to see just one type or the other. You can also just click the “Clear” button to see both Active and Inactive periods listed together.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

- 5.) Clicking the expansion arrow to the left of a period will expand the section to show award details as well as the allocation history for the period. This is also where the Grant Award Notification(s) (GANs) issued after August 3, 2015 for the grant period can be found. Identification information includes, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency and other. GANs issued prior to this date were mailed directly to award recipients and will not be retroactively uploaded into the system.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

FAIN: S287C130012		Grant Award Number: S287C130012	
CFDA #:	84.287	Twenty-First Century Community Learning Centers	
Federal Awarding Agency:	U.S. Department of Education		
Project Description:	Title IV 21st Century CLC (Round 5)		

Allocations			
Type	Amount	Date	Award Letter
Initial	\$34,645.00	10/7/2013	
Adjustment	\$1.00	10/7/2013	
Adjustment	(\$13.73)	9/30/2014	
Expended	(\$34,632.27)		
Available Balance	\$0.00		

Requests

Submitting Reimbursement Requests

Payment Schedule

In order to better facilitate funding flow, payments are currently being made from the GRA on a bi-weekly basis, with all complete requests received by the 1st and 15th of a month being paid by the 11th and 25th, respectively, of that month.

Please keep in mind that any payment requirements of a specific grant must also be met before payment can be processed. For information on these requirements, please contact your Program Manager.

Creating/Submitting a Request

- 1.) From the Grants tab on the Award Recipient page, expand the grant you would like to request reimbursement from. On the “Requests” tab of the expanded grant screen, click the “Add” button. To submit requests for multiple award recipients, you will need to complete each request separately, navigating to the next award recipient through the “Change Recipient” tab at the top of the screen.

Req #	Expenditure Period	Amount	Status	Date	Edit
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012	Edit
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012	Edit

- 2.) Because reimbursements can only be requested once obligations have been liquidated, the expenditure start date should be the date of payment of the **earliest** invoice being reimbursed by this request. (**NOTE**: For state reporting purposes, a request’s start date and end date cannot cross state fiscal years.)
- 3.) The expenditure end date should be the date of payment of the **most recent** invoice being reimbursed by this request. (**NOTE**: For state reporting purposes, a request’s start date and end date cannot cross state fiscal years.)

- 4.) For greater transparency and grant monitoring purposes, grant requests should be broken down into the following categories: Salaries/Benefits, Purchased Services (not including professional Development), Supplies/Materials, Capital Objects, Indirect Cost Collection, Travel, Professional Development, and Transportation. (**NOTE:** Some expenses will not appear under a particular grant as they are not allowable costs. If a category does not appear that you feel is applicable, please contact that grant's Program Manager.)
- 5.) The comments field should be used to enter a brief description of what the payments being reimbursed were for.
- 6.) Attach supporting documentation, if required, by clicking the "Add Documents" button and following the prompts.
- 7.) Before a request is saved, the request can be canceled and removed from the system by clicking the "Cancel" button.

To save a request for later editing without submitting, click the "Save" button.

To remove a request already saved, but not submitted, in the system, open the request and click the "Cancel Request" button.

- 8.) When a request is completed and ready for review by the Idaho Department of Education, check the box attesting that you have read and agree to the conditions listed, and then click the "Submit" button.

***Note: You must click the "Submit" button to complete a request for reimbursement. Saved requests will remain unreviewed and unpaid until they are actually submitted.**

Create Request

IDEA Part B Preschool

Manager:
Phone:
Email:

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
H173A130030	7/1/2013 - 9/30/2015	12/30/2015	\$50,943.88
H173A140030	7/1/2014 - 9/30/2016	12/30/2016	\$206,361.00
Pending Requests:			\$0.00
Total Available:			\$257,304.88

Expenditure Period: (All expenditures must be obligated before the end of the awards performance period)

Start Date  - End Date 

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	<input type="text"/>
Indirect Cost Collection	<input type="text"/>
Travel	<input type="text"/>
Professional Development	<input type="text"/>
Transportation	<input type="text"/>
Total:	

Notes:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

☐ I attest that I have read and agree to the above stated conditions.

Request Status

To view the status of your requests:

- 1.) Log in to the GRA using the “Logging In” instructions in this manual. This will take you to the screen below, the Sam.Gov tab, for your selected award recipient.

The screenshot shows the 'Sam.Gov' tab selected. A green banner at the top states: 'Our records indicate your registration with Sam.gov is in good standing'. Below this, the entity information for the 'BOISE INDEPENDENT DISTRICT' is displayed. The EIN is listed as 'INDEPENDENT SCHOOL DISTRICT OF BOISE CITY (INC)' with address '8169 W VICTORY RD, BOISE, ID, 83709 - 4164'. The status is 'Active', and the expiration date is '3/29/2016'. There are no active exclusion records. The DUNS number is '122740046' and the CAGE code is '4P7Z6'. The page was last updated on 7/13/2015 at 2:48 PM.

Field	Value
Entity Name	BOISE INDEPENDENT DISTRICT
EIN	INDEPENDENT SCHOOL DISTRICT OF BOISE CITY (INC)
Address	8169 W VICTORY RD, BOISE, ID, 83709 - 4164
Status	Active
Expiration Date	3/29/2016
Active Exclusion Records	No
DUNS	122740046
CAGE	4P7Z6

- 2.) Click on the “Grants” tab.

The screenshot shows the 'Grants' tab selected. A table lists various sub-awards with columns for Sub Award Name, Allocation, Expended, Balance, Rqsts, and Status. The first row is 'Homeless Children' with an allocation of \$86,340.00 and a balance of \$8,516.23. The second row is 'IDEA Part B' with an allocation of \$12,922,340.00 and a balance of \$6,990,049.62. The third row is 'IDEA Part B Preschool' with an allocation of \$412,751.00 and a balance of \$257,304.88. The fourth row is 'Title I-A Basic (Low Income)' with an allocation of \$10,544,766.00 and a balance of \$3,020,249.54. The fifth row is 'Title I-D Subpart 2 (Title IA basic-low income)' with an allocation of \$306,561.58 and a balance of \$94,902.62. The sixth row is 'Title II-A Teacher Quality' with an allocation of \$1,899,467.00 and a balance of \$422,438.45. The seventh row is 'Title III Language Acquisition' with an allocation of \$422,900.00 and a balance of \$90,467.86. The table shows 7 items in total.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Homeless Children	\$86,340.00	\$77,823.77	\$8,516.23	0	Active
IDEA Part B	\$12,922,340.00	\$5,932,290.38	\$6,990,049.62	0	Active
IDEA Part B Preschool	\$412,751.00	\$155,446.12	\$257,304.88	0	Active
Title I-A Basic (Low Income)	\$10,544,766.00	\$7,524,516.46	\$3,020,249.54	9	Active
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Title II-A Teacher Quality	\$1,899,467.00	\$1,477,028.55	\$422,438.45	0	Active
Title III Language Acquisition	\$422,900.00	\$332,432.14	\$90,467.86	0	Active

- 3.) Click the expansion arrow to the left of the grant you would like to view requests for. This will expand the section to display two new tabs for that grant, “Requests” and “Grant Periods.”

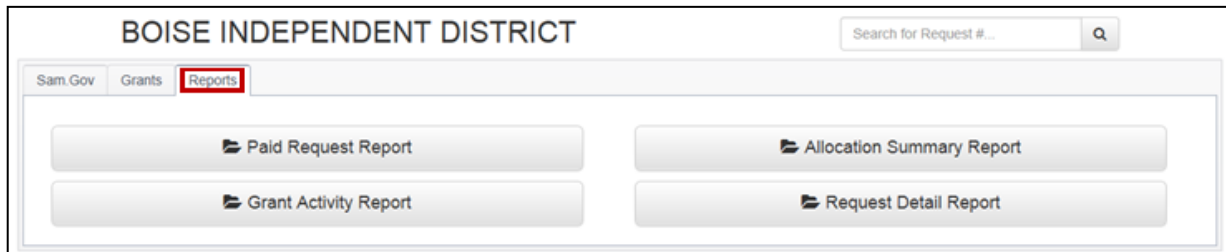
The screenshot shows the expanded view for the 'Title IV 21st Century CLC (Round 5)' grant. The 'Requests' tab is selected. A table lists requests with columns for Req #, Expenditure Period, Amount, Status, and Date. The first row is '21607' with an expenditure period of '6/1/2012-6/29/2012', an amount of \$7,226.94, and a status of 'Returned' on 7/9/2012. The second row is '21575' with an expenditure period of '6/25/2012-6/29/2012', an amount of \$17,089.94, and a status of 'Returned' on 7/2/2012. The table shows 2 items in total.

Req #	Expenditure Period	Amount	Status	Date
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012

- 4.) Click the “Requests” tab. This tab shows information about all requests that have been submitted, returned, rejected, and paid within the last 30 days. Each request listed will show the request number, expenditure period, amount, status, and date submitted. Requests paid or rejected will drop from view on this screen 30 days after the final action, but will still be viewable in the reports described in the Reports section in this manual. Requests available to be modified (ones that have been saved and not submitted or returned for corrections) can be edited by clicking the “Edit” button.
- 5.) Following is a list of request status types and what they mean. In all cases the status date on the request will be for the date the request’s status last changed.
- a. Returned – occurs when the Program Manager has returned a request for correction or further information. Once a request is returned, you should receive an automated email explaining the situation.
 - b. Draft – occurs when the request has been saved, but not yet sent to the Program Manager for approval. The request can be edited by clicking the “Edit” button.
 - c. Submitted – occurs when the request has been sent to the Program Manager for review, but has not yet been approved for payment.
(NOTE: Once a request is submitted, it cannot be edited by the user. If an error is discovered, please contact the appropriate Program Manager and they will be able to return the request containing the error.)
 - d. Re-Submitted – occurs when a request has been returned for corrections and then re-submitted to the Program Manager for review.
 - e. Rejected – occurs when a request has been denied by the Program Manager due to some error in the request. Once a request is rejected, you should receive an automated e-mail with a comment explaining the reason.
 - f. Canceled – occurs only when a request has been canceled on the district or charter school’s side.
 - g. Approved – occurs when a request has been approved for payment but has not yet been paid.
 - h. Paid – occurs once the transaction has been processed into the statewide accounting system for payment. At this point you should expect to receive the funds in a few days.
 - i. Unapproved – this will show as an action in the request history if the Program Manager has approved a request and then needs to temporarily hold it back from payment (but doesn’t need further action from the award recipient). Once the Program Manager has the additional information they need, they will reapprove the request.

Reports

There are four reports as well as a find request option that will allow you to view activity for requests and grant periods that have dropped from view. To access these reports, click on the “Reports” tab for your award recipient.



The screenshot shows the 'BOISE INDEPENDENT DISTRICT' web interface. At the top, there is a search bar labeled 'Search for Request #' with a magnifying glass icon. Below the search bar, there are three tabs: 'Sam.Gov', 'Grants', and 'Reports'. The 'Reports' tab is highlighted with a red border. Under the 'Reports' tab, there are four buttons arranged in a 2x2 grid: 'Paid Request Report', 'Allocation Summary Report', 'Grant Activity Report', and 'Request Detail Report'. Each button has a small folder icon to its left.

Paid Request Report

For the Paid Request Report, you will need to select the start and end date of the period you would like to see requests for, and then click the “View Report” button.

This report displays paid requests for the selected award recipient during the period specified. Request records are grouped by grant and include the request date, number, payment number, FAIN, CFDA number, CFDA Title, and amount.

Grant Activity Report

For the Grant Activity Report, you will need to select the grant you wish to run the report for as well as the start and end date you want the report to cover, and then click the “View Report” button.

This report serves as an overview of the selected grant for a specified period of time. It shows the period’s beginning balance, any requests and allocation changes made within the timeframe selected, and the period’s ending balance. Please note that allocation adjustments made before July 2011 will not have comments associated with them as that function was not available at that time.

Allocation Summary Report

The allocation summary report serves as an overview of the current allocations and balances for all grants for the award recipient you are running the report under. As this is a real time report for all grants, no date range or grant must be entered.

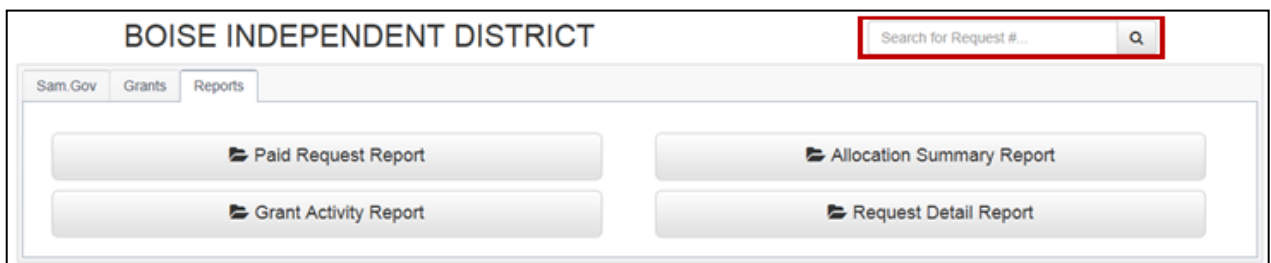
Request Detail Report

For the Request Detail Report you will need to select the grant you wish the report to run for as well as the start and end date you want the report to cover, and then click the “View Report” button.

This report displays details for all requests within the specified period.

Find Request Function

To search for a request, use the “Search for Request #” field found on the top right of all grant pages once you have logged in.



The screenshot shows the top navigation bar of the Boise Independent District website. The title "BOISE INDEPENDENT DISTRICT" is on the left. On the right, there is a search bar labeled "Search for Request #" with a magnifying glass icon. Below the navigation bar, there are four buttons arranged in a 2x2 grid: "Paid Request Report", "Allocation Summary Report", "Grant Activity Report", and "Request Detail Report". The "Request Detail Report" button is highlighted with a red border.

In order for the request to be viewed, you will need to know the request number. If you are unsure of the request number, this can be obtained by looking at the Grant Activity or Request Detail Reports.

To use the function, simply type in the request number and click the magnifying glass button. This will pop up a read only view of the request. If the request is currently available for editing, you must open it from the “Requests” tab if you wish to make changes to or submit it.

FAQ

Browser Note

Users working in Internet Explorer 11 may experience issues with some GRA functions. It is recommended that an alternate browser is used while working in the GRA.

I have requested a login for the Grant Reimbursement Application, but when I use it I just go back to the main page with no link to my award recipient. Have I registered incorrectly?

The Idaho Department of Education uses a single login system for all of its online applications. Because this is used for multiple applications that a user may or may not need access to, we must also authorize the user's access on the department's side. In order to have your account authorized, please have the business manager for your district or charter school send an email to support@sde.idaho.gov including the name of the person requesting authorization to use this application as well as the email address they registered under.

Why do I not see a particular grant when I log in?

Grants will only appear in the application if an allocation is currently set up for your award recipient for that grant. In most cases, if you are not seeing a grant you expected, that grant is likely contingent on the approval of your consolidated plan or other approvals. Once these have been processed the grants will become available in the system. If this does not appear to be the case, please contact the appropriate grant program manager for help.

How can I get a copy of my GAN now that they are no longer being mailed?

The day after funds are made available in the GRA, the person responsible for submitting GRA requests will receive an email notifying them of the availability of funds with the associated GAN attached. The GAN can also be found by selecting the "Grants" tab, clicking the expansion arrow to the left of the desired grant, clicking the "Grant Periods" tab, and then expanding the desired period. A link to the GAN will be included under the "Award Letter" column.

NOTE: GANs issued prior to August 3, 2015 were mailed directly to award recipients and will not be retroactively uploaded into the system.

How can I see information on payments made from a grant period that has closed?

Once you have logged into the GRA system, select the “Reports” tab (**NOTE:** if you work with multiple award recipients, you will first need to select the award recipient you wish to see). On this tab are four reports showing all activity for different grant periods, both open and closed, at various levels of detail. For more information about specific reports, please see the “Reports” section of this manual.

Can I request funding for more than the current allocation and have that applied to the pending allocations when they become available?

To avoid award recipients accidentally claiming more funds than they have allocated, the system is set up to not allow the submission of requests which, when combined with other pending requests, total more than that grants total current allocations. This means that you will only be able to submit up to the amount currently allocated and will need to submit further requests once future portions are available.

What is a DUNS number and who provides it?

Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS number, a unique 9-digit identification number, for each physical location of a business organization. DUNS Number assignment is free for all businesses required to register with the U.S. Federal government for contracts or grants. The DUNS number is used by the www.FederalReporting.gov solution to identify business organizations. Further detailed information on D&B is available at this URL: <http://fedgov.dnb.com/webform>.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

Why does each award recipient need to register with SAM.Gov, and does the registration really need to be renewed every year?

In accordance with 2 CFR § 25.200(b) any agency receiving federal funds must have their DUNS number registered in SAM.gov. Since SAM.Gov registrations expire after one year, agencies must renew their SAM.Gov registration on an annual basis to continue receiving funds. While renewing and verifying SAM registration, it is recommended to refresh your Dun and Bradstreet information to ensure any changes are imported to SAM.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

How do I update my information with Dun & Bradstreet (D&B)?

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.Gov Registration How To” from the dropdown that appears. This will open an interactive flow chart with steps for maintaining D&B information.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

How do I update my information or renew my registration with SAM.Gov?

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.Gov Registration How To” from the dropdown that appears. This will open an interactive flow chart with steps for renewing your registration as well as updating your SAM.Gov information.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.